

**VIRGINIA BOARD OF FUNERAL DIRECTORS AND EMBALMERS  
INSPECTION GUIDANCE DOCUMENT  
GENERAL REGULATIONS**

**18 VAC 65-20-50(B)- Posting of license.** Each licensee shall post an original or photocopy of his license in a place conspicuous to consumers of funeral services in each establishment or branch where he is employed.

*Guidance: A private business office is not acceptable as a place conspicuous to the general public. A public lounge or an arrangement room is acceptable.*

**18 VAC 65-20-540(A)-Preparation room requirements.** Every funeral service establishment at which embalming of dead human bodies is performed shall have at least one room used exclusively for embalming or preparation of the body.

*Guidance: For every licensed funeral establishment, there must be an operable preparation room at either the main establishment or at a branch establishment. Even if a preparation room at the main establishment is not used, it shall be inspected and contain requirements and must be operable.*

**18 VAC 65-20-540(B)(2)-Preparation room requirements.** The floor and wall surfaces shall be of a material or covered by a material impervious to water; and

*Guidance: Enamel based paint is considered impervious to water and is an acceptable material for the floor and wall surfaces.*

**18 VAC 65-20-570(A)- Condition of preparation room.** The preparation room or rooms shall be kept in a clean and sanitary condition at all times subject to inspection.

*Guidance: Normal permanent or irreversible stains due to embalming procedures are acceptable and shall not be cited as a deficiency.*

**18 VAC 65-20-570(C)- Condition of preparation room.** Any items or supplies not directly used in an embalming procedure shall not be stored in the preparation room.

*Guidance: Telephones, telephone books and radios are acceptable. Any items or supplies necessary in the preparation of a body or related to an embalming procedure are acceptable.*

**18 VAC 65-20-580(A)(1)- Preparation room equipment.** A ventilation system which operates and is appropriate to the size and function of the room;

*Guidance: The preparation room must have a ventilation system, which operates and is appropriate to size and function of the room, and takes the air from the inside to the outside of the room.*

**18 VAC 65-20-580(A)(2)-Preparation room equipment.** Running hot and cold water;

*Guidance: Hot and cold water shall be running during the inspection.*

**18 VAC 65-20-580(A)(3)- Preparation room equipment.** Flush or slop sink connected with public sewer or with septic tank where no public sewer is available;

*Guidance: A drainage tube may be connected to the embalming table and run straight into the sewer.*

**18 VAC 65-20-580(A)(8)- Preparation room equipment.** Requires disinfectants and antiseptic solutions.

*Guidance: Disinfectants are used to sanitize instruments and may be stored on the floor of the prep room in properly labeled containers. Antiseptics are used for hand-washing and personal hygiene. Most disinfectants are commercial and generic brands are acceptable. Bleach may be used for disinfecting, but cannot be mixed with formaldehyde. The two chemicals together become combustible.*

**18 VAC 65-20-580(A)(13)- Preparation room equipment.** A standard first aid kit which is immediately accessible outside the door to the preparation room.

*Guidance: The standard first aid kit shall not be inside the preparation room, but shall be outside the preparation room door.*

**18 VAC 65-20-590- Disposal of waste materials.** Disposal of all waste materials shall be in conformity with local, state, and federal law to avoid contagion and the possible spread of disease.

*Guidance: The funeral service establishment shall provide evidence of contractual agreement with or services provided by a licensed medical waste disposal provider by a hospital that accepts medical waste. Evidence may include a letter of agreement, a contract or a recent billing for the service.*

**18 VAC 65-20-700(4)- Retention of documents.** Documents shall be maintained on the premises of the funeral establishment and made available for inspection; and

*Guidance: The Board may accept electronic copies of forms that are no longer current.*

*Guidance: The main funeral service establishment may maintain all records, including those for branch establishments with the exception of embalming reports, which must be maintained at the site of embalming.*

## **APPENDIX I. – General Price List**

### **IV. Embalming**

*Guidance: If there is only one charge for embalming, the facility will not be cited for a deficiency. If there is the same charge for both normal remains and autopsy remains, it is only necessary to list the charge once.*

### **VI. Immediate Burial**

*Guidance: The price range shall contain the highest price casket on the casket price list.*

### **VII Direct Cremation**

*Guidance: An alternative container or highest price casket that's acceptable for cremation.*

### **XII Funeral Merchandise**

*Guidance: The casket and outer burial container price range shall match the Casket and Outer Burial Price Lists. The price does not include tax on the merchandise.*

## **APPENDIX II. - Outer Burial Container Price List**

*Guidance: The required disclosure shall be required on the Outer Burial List and on the General Price List. (According to FTC, if the required disclosure is on the Outer Burial Container Price List, then it is not necessary to have it on the General Price List). Although FTC does not require the manufacturers' names on the price lists, the Board does require this as means to identify the caskets and outer burial containers.*

## **PRENEED REGULATIONS**

**18 VAC 65-30-70(A)- Record Reporting.** A contract provider shall keep a chronological listing of all preneed contracts.

*Guidance: The list may have a blanket statement indicating whether 10% of the funds are retained and if funeral merchandise is stored on the premises. The*

*preneed chronological list must be separate from the insurance company's list and contain the required information stipulated in the Board's Preneed Regulation, **18 VAC 65-30-70**.*

**18 VAC 65-30-80- Content and format.**

*Guidance: The preneed contract shall contain all required information as stipulated in the Board's preneed regulations, including the contract number*